



# Naval Reserve Civil Engineer Corps Officer Mentoring Newsletter

Inaugural Edition, 1<sup>st</sup> Quarter 2004

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## **1. Introduction from RADM McGarrah**

It is my pleasure to introduce the inaugural issue of the Civil Engineer Corps - Reserve (CEC-R) Mentoring Newsletter. The purpose of this publication is to continue and strengthen a CEC tradition of mentoring and closely communicating with our officers in the field regarding their personal and career development. The CEC Biweekly, the Navy Civil Engineer Corps Magazine, timely e-mails from NAVFAC, 1NCD and other supported commands, and numerous other resources also provide value to Civil Engineer Corps officers. In keeping with the initiatives currently underway within Navy to more closely align and integrate the Navy's active and reserve components, we will be exploring

various methods of this type of communication. We welcome your thoughts!

RADM Jim McGarrah,  
Deputy Chief of Civil Engineers

## **2. FY05 Promotion Selection Boards and Advice on Preparing for Your Board**

NAVADMIN 03/091 announces the convening of FY-05 Naval Reserve Captain, Commander, Lieutenant Commander, Lieutenant, and Chief Warrant Officer promotion selection boards. Zone information is also provided in this message. See the NAVADMIN for details at <http://www.bupers.navy.mil/alnav/alnav03/aln03091.txt>. You may check to determine if you are in zone, by reviewing the Precedence List on the CEC-R server at <https://www.navfac.navy.mil/cec/>. To access the secure server, your user name is last name followed by first and middle initials and the password is last four of your social security number "-" date of birth in yyyyymmdd format. As an example, LCDR John Michael Jones, SSN 123-45-6789, DOB 13 Jan 69, his user name would be "jonesjm" and his password would be "6789-19690113". Alternatively, you can compare precedence numbers for the senior and junior officers in each zone to your precedence number in the *Register of Commissioned and Warrant Officers of the United States Naval Reserve* at <http://www.bupers.navy.mil/pers8/PERS-80/PERS-801Res/pers-801Res.htm>.

Once you have determined if you are in zone for promotion, you will need to prepare! We recently served as Assistant Recorders on a Selection Board and want to share our observations to help you get your record ready for the selection board. Recorders review every service record before the board convenes, identify errors (missing or wrong documents) and attempt to make the record as correct as possible. Realistically, by the time a recorder is looking at a record it is too late. You need to start months before the board because regular service record maintenance is the responsibility of each service member. It is obvious to recorders and board members who has reviewed their record.

There were several errors we observed over and over. The first folder that comes up in your record is your photograph. If you don't have a photo in your current grade or if your photo is missing, you didn't prepare. The next common error is missing fitness reports, especially in the last 5 years. Nothing says you don't care to the board like missing fitness reports. Other significant errors are missing warfare qualifications, missing professional registration, missing personal awards, and missing advanced degree information.

So how do you review your record ahead of time? The first step is to go to the BUPERS Selection Board website at [www.bupers.navy.mil/selectbd](http://www.bupers.navy.mil/selectbd). This is a great starting point for everyone whether officer or enlisted. Next, choose the appropriate link. For officers use [www.bupers.navy.mil/pers8/PERS-80/PERS-801Res/pers-801Res.htm](http://www.bupers.navy.mil/pers8/PERS-80/PERS-801Res/pers-801Res.htm). Study this page carefully; it contains a wealth of useful information and links on how to do everything associated with record review. First review your OSR/PSR and make sure all the information is correct and all of your education, awards, and qualifications are listed. Next use the BUPERS Online link or Fax 901-874-2664 to order a CD-ROM copy of your service record. Microfiche is no longer available; read more about the CD

record on page 7 of the Sep-Dec 2003 Perspective Link magazine at [www.bupers.navy.mil/periodicals/link-perspective/Link-Perspective.htm](http://www.bupers.navy.mil/periodicals/link-perspective/Link-Perspective.htm). If you find something missing or wrong, look at this information on [How to Update Your Record](#) if there is time left before the board convenes. However, if time is running out, you need to write a letter to the board president to put the missing information before the board. This link ([FAQ about Correspondence](#)) answers questions and provides information on letters to the board. A letter to the board is treated with care by the recorders to ensure the records are annotated so the board members know the member has provided supplemental information. Our advice is don't wait until you are in zone to start looking at your record. Review it annually and take action to keep it current. You might also consider using record review services provided by organizations like the Naval Reserve Association - these provide a third-party review of your record by retired officers who have selection board experience, and might provide a good supplement to your personal review. We hope this information helps. Good luck!

- CDR Chuck Fanshaw,  
CSO, 3RD NCR and  
CDR Hope Wingo,  
NR NAVFAC HQ Mentoring

### **3. ROMIS Meets the Web**

This FY NAVFAC is working to enhance ROMIS so you may view ROMIS data on your home computer via your web browser. For those of you that may not be familiar with ROMIS, it is the Reserve Officer Manpower Information System. Meticulously maintained by John Anderson, it tracks personnel and billet information for CEC Reserve officers. For example, your Duty Preference Card (DPC), your Reserve Officer Data Card (RODC) and a listing of your civilian skills are all in the database. Billet information in ROMIS is used to generate the P1-R and develop the slate for

NAVFAC's yearly LCDR and Below Detailing Conference.

Web access to ROMIS will be called 'iROMIS', which stands for Internet ROMIS. Initially iROMIS will provide two main capabilities: 1) Read-only access to your ROMIS data, and 2) a set of ad-hoc search tools. Using the new search tools, you will be able to:

- Display a listing of officers with a given set of skills that live in a given area.
- Display a listing of Officers living within a given distance of a command or zip code.
- Display the relative position of Billets, Reserve Centers, and Officers to each other on a map.

While the initial release will provide only Officer information, phase II will include the Seabee Reserve CPO's database, RCMIS, as well. iRCMIS will provide the functionality listed above for all the Seabee Reserve CPOs. Stay tuned for more information.

- LCDR Bryan Anschuetz,  
NR NAVFAC HQ Manpower

#### **4. State of the CEC**

The State of the CEC is an integrated Active/Reserve report published each year based upon data as of 30 September. The CEC Detailer's Office will publish a web enabled integrated report in the coming month but in the meantime we are providing an early peek at the data for the State of the CEC- Reserve Component...

At the end of FY03, the CEC Reserve comprised 4.5% of the Naval Reserve. We had 831 officers in our inventory to fill 727 billets. There is a shortage of billets at the O5 and O6 level. Many senior officers join a VTU to remain competitive for a future paid billet.

The second section of the State of the CEC deals with the qualifications of officers in

the Corps to include professional registration, warfare qualifications, acquisition qualifications and other qualifications. The third section of the report deals with the Reserve CEC Accession program for that fiscal year. Next is a discussion of selection boards and a snapshot of the statistics for the officers selected for promotion in the past fiscal year.

The fifth section of the report concerns CEC-R billets and detailing to include an overview of which reserve program number and geographical area all of our 727 billets fall within. The final section of the State of the CEC deals with LDO/CWO information to include their qualifications and where their billets are located. We will inform the community when it is published and available via the web.

- LCDR Deb Cox,  
NR NAVFAC HQ Manpower

#### **5. Navy Officer Billet Classification**

Understanding the Navy Officer Billet Classification (NOBC) system is important for every CEC-R officer. NOBC codes are used to assist in describing billet requirements for officer assignments, and analysis of manpower resources. NOBCs are assigned based on qualifying military or civilian experience and education. CEC-R officers should prepare their package after successful completion of key billets or accruing applicable civilian credentials. Submit your packages in accordance with BUPERSINST 1001.39D, via Commander, Naval Facilities Engineering Command (Code RP). The instruction governing NOBCs can be viewed via the BUPERS web site. To access this site, type in the following address (BUPERS Publications and Directives home page):

<http://www.bupers.navy.mil/cdrom/cdrom.html>

Once on the home page, scroll down to BUPERS Instructions and click on the link. A new page listing on-line instructions will

open; scroll down to Instruction 1001.39D. This instruction illustrates the correct format for submitting an NOBC request. Further information regarding the NOBC process will be included in the next CEC-R Career Guide.

-LCDR Paul DeMoncada,  
NR NAVFAC HQ Manpower

## **6. CEC-R Interim Detailing Policy**

While Officers (LCDR and below) are detailed to billets during the annual detailing conference, interim detailing is required for assigning new officer accessions to billets. Any officer redetailing (i.e., a change from the approved LCDR and Below Detailing Conference slate) is strictly reserved for critical fills and will be closely managed by NAVFAC HQ Officer Manpower.

Since the annual detailing conference decisions are made per established precedents and are signed and approved by the conference president and its members, the expectation is that detailed officers will serve in that billet through the billets PRD. To maintain the integrity of this process, the following precedents will be applied for any interim detailing of CEC-R officers.

- The CEC Community Manager (CAPT Probst) must approve all interim detailing actions.
- All interim details must be requested in writing from the requesting unit CO.
- No IDT order requests or order modifications will be issued from CNRFC unless authorized by the CEC Community Manager.
- An interim detail must be for a critical fill based on the "needs of the Navy."
- Interim detailing will be consistent with Navy/Naval Reserve policies and NAVFAC Manpower officer detailing precedents.

CDR Steve Cook, NAVFAC HQ Officer Manpower, [smcook@gis.net](mailto:smcook@gis.net) is action officer

for ensuring the interim detailing policy is implemented.

- CDR Jay Bassett,  
NR NAVFAC HQ Officer Manpower  
[bassett.jay@epa.gov](mailto:bassett.jay@epa.gov)

## **7. The Future of the Newsletter**

NR NAVFAC HQ plans to produce this newsletter quarterly and distribute it by e-mail as well as posting it on the Mentoring Website under the CEC-R secure server. The goals are to provide quick, efficient distribution of information relevant to our community, and anticipate and address questions common to CEC-R officers, including those recently released from active duty (RADs) and direct commission officers (DCOs.)

Planned topics for the 2<sup>nd</sup> Quarter's Edition include:

- CEC-R Junior Officer Development Program (JODP)
- FY05 LCDR & Below Detailing
- FY05 APPLY Information (upon release of the CNRFC 5400 Notice)
- Training Opportunities

I am seeking articles and contributing writers from throughout the CEC-R! If you would like to contribute an article or provide feedback on this issue, please contact me by e-mail at <mailto:hkwingo@us.med.navy.mil>.

- CDR Hope Wingo,  
NR NAVFAC HQ Mentoring

## **8. FY04 Seabee Enlisted Manpower**

CDR Dale Uyeda  
NR NAVFAC HQ Enlisted Manpower  
[dale.uyeda@usa.net](mailto:dale.uyeda@usa.net)

CDR Jeff Torrence

LCDR Kitty Carretti

CWO4 John Rose

CWO3 Mike Gavura

CUCM(SCW) Calvin Foster

EQCM(SCW) Bruce Vollbrecht

UTC(SCW) John Thomason

## 9. Community Manager Message

There are three issues I would like to draw attention to:

1) Professional Qualifications. To optimize competitiveness for promotion when your time in zone comes, it is imperative that you have not only sustained superior performance, been selected to and served successfully in increasingly demanding assignments, and achieved career diversification, but have achieved grade appropriate professional qualifications such as professional registration/license, graduate education, and warfare qualification. Detailing considerations make aggressive pursuit of SCW during assignment to qualifying units an important community issue, not to mention the leadership aspects of attaining SCW qualification as early in your qualifying tour or career as possible. Professional Registration is also critical to your career progression, especially as you move to O-4 and above positions.

2) Communications. Effective communications are often cited as a critical success factor for any process or exercise. The NAVFAC Manpower Community Management team is committed to continually improving information available for all aspects of CEC-R manpower and career management to promote effectiveness and efficiency in the CEC-R core mission of maintaining readiness to serve the fleet. Questions, feedback, and ideas are always welcomed. Email addresses of Manpower

team member contacts are listed in this newsletter to facilitate communications.

3) Transition. In October 2003 VADM Cotton became Commander Naval Reserve Forces. With this transition, several new terms and concepts are being implemented. The following column provides a few that every Naval Reservist should be aware of.

- CAPT Hans Probst,  
Seabee/CEC Reserve Manpower  
Community Manager  
[HansProbst@insightbb.com](mailto:HansProbst@insightbb.com)

## 10. COMNAVRESFOR Talking Points

**"Mission Support"** vice Contributory Support

**"Supported Commands"** vice Gaining Commands

**"Naval Power 21"** vice Sea Power 21

**"Operational Support"** vice Peacetime Contributory Support

**"Alignment"** vice Re-Alignment

**"FTS"** for Full Time Support vice TAR

**"OSO"** for Operations Support Officer vice RLO

**The mission of the Naval Reserve...**

**"Support to the Fleet...Ready and Fully Integrated."**

**Know your Naval and Naval Reserve history** – Know where we've been, where we are, and where we're going.

**CNRF's Top Five Priorities are the same as the CNO's Top Five Priorities** (in keeping with the One-Navy concept)...

1. Manpower
2. Current Readiness
3. Future Readiness
4. Quality of Service
5. Alignment



#### **CNRF's Personal "Four C's"...**

1. Communication
2. Culture
3. Continuing Education
4. Commitment

#### **CNRF's Personal "Three P's"...**

1. Predictability
2. Periodicity
3. Pay and Benefits

For more see Naval Reserve Vision and Concepts Briefing at the CNRF website.

### **11. Resources on the Web**

#### **Navy Bureau of Personnel (BUPERS):**

<http://www.bupers.navy.mil>

This site is the homepage for everything related to personnel matters. From here you can locate NAVADMIN and ALNAV messages (through the Messages link); Selection Board information; BUPERS forms and directives; Uniform directives, etc.

#### **CEC-R Secure site:**

<https://www.navfac.navy.mil/cec/>

To access the secure server, your user name is last name followed by first and middle initials and the password is last four of your social security number "-" date of birth in yyymmdd format. For LCDR John Michael Jones, SSN 123-45-6789, DOB 13 Jan 69, his user name would be "jonesjm" and his password would be "6789-19690113".

#### **Navy Electronic Directives System (NEDS):**

<http://neds.nebt.daps.mil/>

Here you will find OPNAV and SECNAV instructions, publications, and forms as well as links to related sites such as DOD instructions, etc.

#### **Defense Finance and Accounting Service (DFAS):**

<http://www.dfas.mil/>

Find guidance on pay and allowances, pay charts, etc.

#### **MyPay Secure site:**

<https://mypay.dfas.mil/mypay.asp>

#### **Thrift Savings Plan homepage:**

<http://www.tsp.gov/>

#### **Commander Naval Reserve Forces**

<http://reserves.navy.mil/>

#### **Naval Facilities Engineering Command:**

<http://www.navfac.navy.mil/>

#### **Civil Engineer Corps Officers School:**

<https://www.cecos.navy.mil/>

#### **Seabee Website:**

<http://www.seabee.navy.mil/>

#### **Naval Reserve On-line Site:**

<http://www.navres.navy.mil/>

#### **Naval Reserve Order Writing System:**

<https://nows.cnrf.navy.mil/nrows/>

#### **Flag Officer Biographies:**

<http://www.chinfo.navy.mil/navpalib/people/flags/biographies/bios-top.html>